

WEST COVINA UNIFIED SCHOOL DISTRICT
“Safer at Work and the Community” Public Health
Order Implementation Notes and FAQs
July 1, 2020

Guiding Principles:

- As we return to work, West Covina Unified strongly supports the health and safety of our employees and will continue to place health and safety as our top priority.
- The District will continue to implement the requirements of the Los Angeles County Department of Public Health, including reminding employees about the need to maintain appropriate social distancing, engage in frequent hand-washing, and adhere to all posted precautionary requirements.
- As we begin to expand the number of employees returning to work at a District location, we are to remain cognizant that there are individually unique challenges for our employees.
- If someone is ill, they should remain at home.

Basic Information:

As employees are directed to return to work and have questions about any of the following information, they are to seek guidance and assistance from their direct supervisor or the Human Resources office.

Listed below are elements related to recently adopted Federal leaves which are in effect until December 31, 2020. These enhanced leaves are in addition to those provided for in the collective bargaining agreement and/or Board Policy. Should an employee desire to request use of one or more of these leaves, links to newly created forms will be available on the WCUSD webpage in the Human Resources section.

Should an employee request use of previously available leaves such as personal necessity, vacation, unpaid leave, or Non-COVID-19 related sick leave, they are to request such using existing procedures for that purpose.

Frequently Asked Questions:

Age related questions:

I am 65 years of age or older and I am healthy. Am I required to come to work?

- Under the May 26, 2020 updated June 11 and June 18, 2020 Safer at Work Order (“recent Safer at Work Order”), those who are 65 or older are recommended to remain at home with the exception of the need to seek medical assistance and other limited activities. The employee has multiple options:

OR

- The employee may choose to report to work,
- The employee may utilize the Federal Emergency Paid Sick Leave Act which will provide for up to two weeks compensation at a rate established by the Federal Government. After the two

weeks has concluded, the employee may request use of vacation or an unpaid leave of absence.

I live with someone 65 years of age or older who is healthy am I required to come to work?

- Under the “recent Safer at Work Order”, those who are 65 or older are recommended to remain at home with the exception of the need to seek medical assistance and other limited activities. An employee may utilize the Federal Emergency Paid Sick Leave Act (“EPSLA”) which will provide for up to two weeks compensation at a rate established by the Federal Government. After the two weeks has concluded, the employee may request use of vacation or an unpaid leave of absence.

I live with someone 65 years of age or older who has a serious underlying medical condition. Am I required to come to work?

- Federal law states an employee caring for someone in this category may utilize EPSLA, which will provide for up to two weeks compensation at a rate established by the Federal Government. After the two weeks has concluded, the employee may request use of FMLA, available sick leave, personal necessity leave, accrued vacation, or request an unpaid leave of absence.

Childcare related questions:

My child is 18 years of age or younger or 18 years of age or older and is incapable of self-care due to mental or physical disability. The care provider is closed due to COVID-19. What can I do?

- Up to twelve weeks of leave some with compensation at a rate established by the Federal Government is available in the event a child’s school/daycare center/childcare provider closed due to COVID-19 and no other suitable person is available to care for my child/children. After the twelve weeks of leave is exhausted, the employee may request an unpaid leave of absence.

Caring for Others:

I care for someone with a serious medical condition who has been advised to self-quarantine. What types of leaves are available?

- Employees caring for someone with an underlying serious medical condition who has been advised to self-quarantine qualifies for leave under Federal Law. Federal law provides an employee may utilize EPSLA, which will provide for up to two weeks compensation at a rate established by the Federal Government. After the two weeks has concluded, the employee may request use of FMLA, available sick leave, personal necessity leave, accrued vacation, or request an unpaid leave of absence.

Other Questions

What are pay rates described above?

- Compensation depends on the reason for leave. If the leave is because the employee is caring for someone under quarantine or isolation, or because a child whose school or childcare provider has

closed or is unavailable, the employee is paid based on two thirds of the employee's regular rate of pay, up to a maximum of \$200 per day and \$2,000 in total.

- If an employee is subject to healthcare provider's recommendation for quarantine or isolation, the employee is paid based on the employee's regular pay rate, up to a maximum of \$511 per day and \$5,110 in total.

Are we providing PPE?

- Staff who have been working onsite have been provided with facial coverings as needed.
- Staff will be reminded in their return to work memo of appropriate precautions including frequent hand washing, the need to maintain appropriate social (physical) distancing, and the use of facial coverings.

We are worried that people coming back to work have COVID and I am uncomfortable returning to work at a district location.

- Employees should be aware the District is using state of the art equipment on a regular basis to clean and disinfect. Should an employee continue to feel uncomfortable returning to work, they may request to utilize accrued vacation leave or request an unpaid leave of absence.

Due to the nature of my work, I cannot complete tasks being six feet apart from another employee. How should I handle this situation?

- Speak with your supervisor who will determine whether the task must be completed at this time or if it can be delayed. In the event the task must be completed within a confined space without delay, both employees must wear appropriate PPE and self-monitor to ensure they are adhering to frequent handwashing procedures.

Can we test all employees for COVID before they come back and take temperatures as well?

- While not prohibited by law, there are significant concerns related to privacy and logistics which preclude such action at this time.

Should you have any questions, please feel free to contact either your direct supervisor or the Human Resources Department.